

**JOB OPPORTUNITY**

**DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES  
BUILDINGS AND GROUNDS PATROL OFFICER  
SAFETY SERVICES DIVISION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Capitol Region Mental Health Center - 500 Vine Street, Hartford, CT  
**Job Posting No:** OC88833  
**Schedule:** 3<sup>rd</sup> shift, 12:00 a.m. – 7:00 a.m., Every Other Weekend Off  
**Salary Range:** \$39,054.00 - \$52,409.00  
**Closing Date:** November 13, 2014

**Duties:** The BGPO assigned to Capitol Region Mental Health Center receives assignments from superior officers. Patrols (foot/vehicle) the facility's buildings and grounds thereof; monitors designated areas such as the parking lots, to ensure physical security and safety of patients, staff and visitors; secures/unsecures areas at specified times. Responds to and therapeutically intervenes (verbal/physical) in emergency situations involving patients exhibiting violent, aggressive, or out-of-control behavior. Assists hospital's Safety Director in carrying out assigned responsibilities related to JCAHO Accreditation. Reports, documents and takes such actions which will protect the safety of others, of observed/reported unsafe/hazardous conditions. Directs and implements effective responses to fire emergencies, bomb threats, hostage incidents, barricaded person, situations involving weapons; assist in evacuation procedures; provides outside emergency response personnel, i.e. fire, ambulance, Hazmat, etc. access to locked areas: May be first responder in a medical emergency; administers first aid or CPR/AED to injured or ill persons. Documents and prepares reports of all activities and complaints, using Public Safety Division's computerized records management software system. Issues keys, employee photo ID badges, parking stickers. Enforces hospital parking and visiting policy and procedures. Escorts employees as requested. Performs other related duties as required

**.MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Interpersonal skill; basic oral and written communication skill; ability to think and act quickly in an emergency with judgment and discretion.

**General Experience and Training:** Any experience or training which would provide the skills and abilities indicated above.

**Special Requirements:** Required to possess and retain a valid motor vehicle operator license, standard first aid & CPR Certifications

**Preferred Experience and Training:** Person who possess computer skills

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATION TO:**

**DMHAS/Office of the Commissioner**

**Human Resources**

**410 Capitol Avenue, 4<sup>th</sup> Floor**

**Hartford, CT 06106**

**Fax: (860) 418-6697**

**[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (NP-5)